

Proposal Scoring Only

1 Introduction

As a reviewer, your service is very important to the Department of Energy (DOE) Office of Science (SC) and to the research community. We know that you are very busy, and we appreciate the time it takes to participate in the review process.

The purpose of this document is to provide step-by-step instructions for users to follow to complete a Proposal Scoring Review.

2 Prerequisites

Before you can complete a Proposal Scoring Review task, the following criterion must be met:

- You have received an email notification that you have a Proposal Scoring Review task.

3 Completing a Proposal Scoring Review

Use the following steps to access and complete a Proposal Scoring Review.

3.1 Accessing the Proposal Scoring Review Task

Use the following steps to access the Proposal Scoring Review task.

3.1.1 Existing Account

Use the following steps to access the Proposal Scoring Review task if the user has an existing PAMS account.

1. PAMS will send you email notification requesting your participation in a Proposal Scoring Review. Follow the **Proposal Scoring** link provided in the email. (Figure 1)

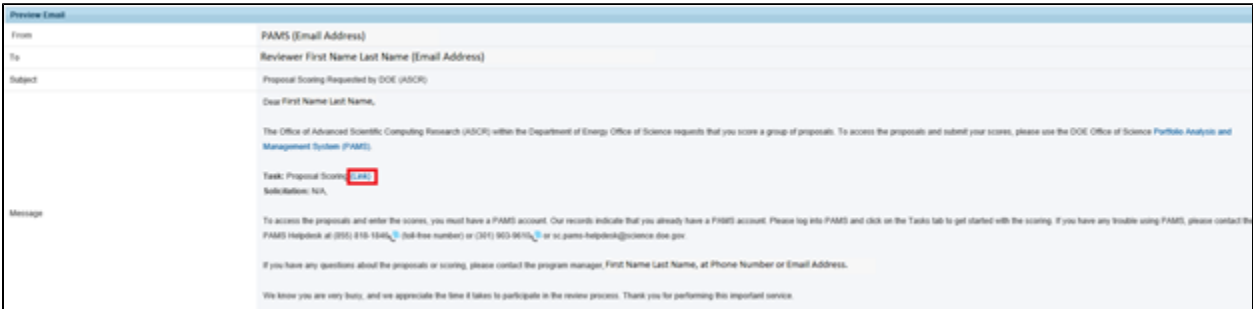
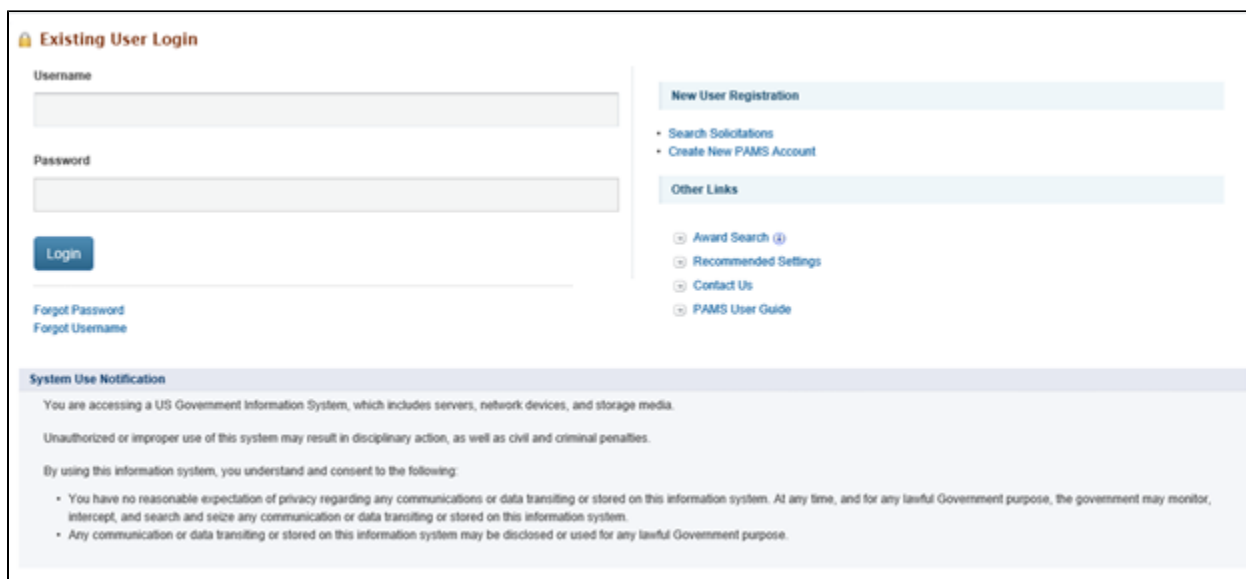


Figure 1. Request to Review DOE Proposal – Existing Account

OR

Log in to the PAMS external website at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 2)



Existing User Login

Username

Password

[Login](#)

[Forgot Password](#)
[Forgot Username](#)

New User Registration

- [Search Solicitations](#)
- [Create New PAMS Account](#)

Other Links

- [Award Search \(i\)](#)
- [Recommended Settings](#)
- [Contact Us](#)
- [PAMS User Guide](#)

System Use Notification

You are accessing a US Government Information System, which includes servers, network devices, and storage media.

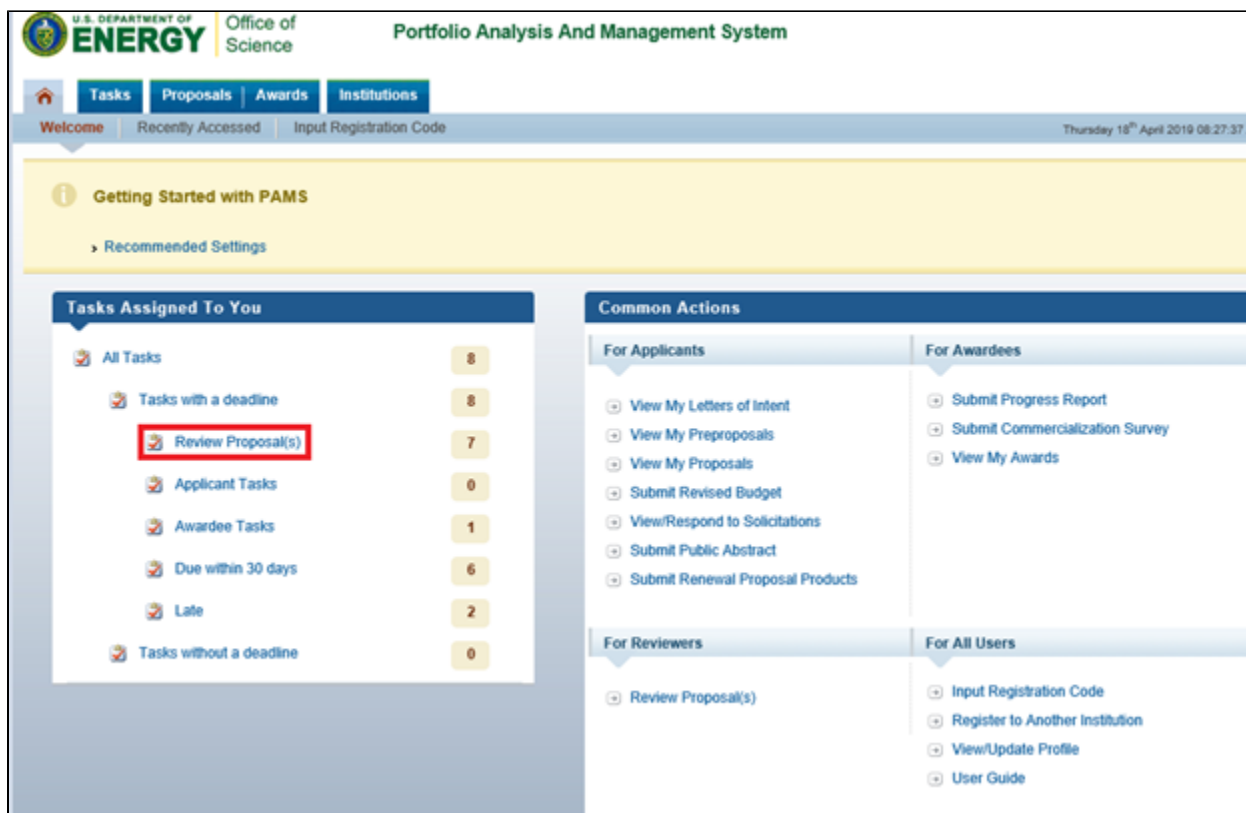
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Figure 2. Existing User Login

2. Upon logging in you will navigate to the PAMS Home Page. Click **Review Proposal(s)** under the section entitled Tasks Assigned to you on the left side of your screen. (Figure 3)



U.S. DEPARTMENT OF ENERGY | Office of Science | **Portfolio Analysis And Management System**

[Home](#) | [Tasks](#) | [Proposals](#) | [Awards](#) | [Institutions](#)

Welcome | Recently Accessed | Input Registration Code | Thursday 18th April 2019 08:27:37 A

Getting Started with PAMS

» [Recommended Settings](#)

Tasks Assigned To You

| Task Category | Count |
|---------------------------|-------|
| All Tasks | 8 |
| Tasks with a deadline | 8 |
| Review Proposal(s) | 7 |
| Applicant Tasks | 0 |
| Awardee Tasks | 1 |
| Due within 30 days | 6 |
| Late | 2 |
| Tasks without a deadline | 0 |

Common Actions

| For Applicants | For Awardees |
|--|---|
| <ul style="list-style-type: none"> • View My Letters of Intent • View My Preproposals • View My Proposals • Submit Revised Budget • View/Respond to Solicitations • Submit Public Abstract • Submit Renewal Proposal Products | <ul style="list-style-type: none"> • Submit Progress Report • Submit Commercialization Survey • View My Awards |
| For Reviewers | For All Users |
| <ul style="list-style-type: none"> • Review Proposal(s) | <ul style="list-style-type: none"> • Input Registration Code • Register to Another Institution • View/Update Profile • User Guide |

Figure 3. PAMS Homepage – Review Proposal(s)

3. Your Pending Tasks will be displayed. To begin your Proposal Scoring Review click **Start Review** from the Options Column on the right. (Figure 4)

Pending Tasks - List

Not Completed
Recently Completed

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▼

Filters Applied (x Clear)

1

Page size: 15
Go
1 items in 1 page(s)

| Deadline (Due) | Task Category | Tracking # | Task | Entity | Organization | Options |
|----------------------|---------------|----------------------|----------------------|----------------------|--------------|---|
| <input type="text"/> | All | <input type="text"/> | <input type="text"/> | <input type="text"/> | All | <div> N/A Review scoring Proposal Scoring N/A Institution Name, City, State <div> Start Scoring </div> </div> |

1
Page size: 15
Go
1 items in 1 page(s)

Figure 4. Pending Tasks – List Page

3.1.2 No Existing Account

Use the following steps to access the Mail In Review task if you do not have an existing PAMS account.

1. PAMS will send you an email notification indicating that DOE has requested your participation in a Mail In Review, and provide a registration link and code. Click the **PAMS** (Figure 5)

| | |
|----------|--|
| To: | Prospective Reviewer |
| CC: | |
| From: | PAMS |
| Subject: | Proposal Scoring Requested by DOE [Program Office Acronym] |

| | |
|--|--|
| Message: | Dear [Reviewer Prefix] [Reviewer First Name] [Reviewer Last Name], |
| | The [Program Office] [Program Office Acronym] within the Department of Energy Office of Science requests that you score a group of proposals. To access the proposal and submit your scores, please use the DOE Office of Science Portfolio Analysis and Management System (PAMS). |
| | Task: Proposal Scoring |
| | Solicitation: [Solicitation Number], [Solicitation Title] |
| | To access the proposals and enter the scores, you must have a PAMS account. Our records indicate that you do not yet have a PAMS account. Please register in PAMS using the link and registration code provided below to create your account. |
| | URL: PAMS |
| | Registration Code: [Registration Code] |
| | The first time you access PAMS, you must use the URL and registration code provided above or you will not be connected to this proposal review task. For subsequent logins, you may access PAMS using your already established username and password. |
| | After logging into PAMS, click on the Tasks tab to get started with the scoring. If you have any trouble using PAMS, please contact the PAMS Helpdesk at [PAMS Helpdesk Phone Number] or [PAMS Helpdesk Email]. |
| | If you have any questions about the proposals or scoring, please contact the program manager, [PM Prefix] [PM First Name] [PM Last Name], at [PM's Phone Number] or [PM's Email]. |
| We know you are very busy, and we appreciate the time it takes to participate in the review process. Thank you for performing this important service. | |
| This message was sent on behalf of the program manager, [PM Prefix] [PM First Name] [PM Last Name], who can be reached at [PM's Email]. Replies to this message will not reach the intended recipient. | |

Figure 5. Request to Review DOE Proposal – No Existing Account

2. Enter the **Registration Code** on the Verify Registration Code page, and click **Verify** in the bottom right corner of the page. (Figure 6)

Figure 6. Verify Registration Code Page

3. Complete the account creation process. (See How To Guide – Create External Account)
4. Begin at Step 2 in section 1.1 *Existing Account* to access the Proposal Scoring Review after creating the account.

3.2 Completing the Review

Use the following steps to enter your scores and complete the Proposal Scoring Review.

1. The Proposal Scoring page will display and will show all Proposals assigned to you for scoring. Enter your **Rating** in the field provided in the Rating column for each proposal. (Figure 7)
2. When you have finished entering your ratings click **Save** or **Save and Submit**. (Figure 7)

Proposal Scoring

Note(s):

Clicking the Save button saves the proposal scoring details on the screen. Proposals displayed in the grid are sorted in descending order, i.e., those with the highest scores are first, and those with no score are last.

Scoring

Resources

Supporting

Additional

Instructions

Panel Scoring

| Proposal ID | Title | Institution | PI | Rating |
|-------------|----------------|-------------------------------|-----------------------|--------------|
| Proposal ID | Proposal Title | Institution Name, City, State | Last Name, First Name | Range (1-10) |
| Proposal ID | Proposal Title | Institution Name, City, State | Last Name, First Name | Range (1-10) |

Cancel

Save

Save and Submit

Figure 7. Proposal Scoring

3. Upon clicking Save and Submit you will be returned to the Proposal Scoring – List page where a Success Message will be displayed. (Figure 8)

Proposal Scoring - List

Success:

Proposal scores submitted successfully to DOE

Search

Saved Searches

Round Name

Status

Options

No Scoring Reviews Found

Figure 8. Proposal Scoring – Success Message